



NIGERIAN DEFENCE ACADEMY
ANNUAL APPRAISAL
FORM FOR TEACHERS
OF

NDA STAFF SCHOOLS

Name:

Rank:

Dept:

File No:

GUIDELINES FOR THE APPRAISAL OF TEACHERS IN THE NDA STAFF SCHOOLS

OBJECTIVES

1. The objective of the Appraisal Exercise are to:
 - a. Assess the knowledge, skills and attitude of the staff for the year under review.
 - b. Identify those who have attained the retirement age or are considered physically or mentally incapable of carrying out their duties. Such staff are to be recommended for retirement or termination of appointment as the case may be.
 - c. Provide feedback against set standards.
 - d. Reward achievements or sanction failure.
 - e. Improve organizational performance
 - f. Identify staff training needs.

CONDITIONS

2. The following conditions are to be adhered to:
 - a. The minimum overall score required for NDASS and NDASSS promotion from **CONTISS 6 – 8** is **42 scores** over a total of **60 points**.
 - b. The minimum overall score required for NDASS and NDASSS promotion from **CONTISS 8** and above is **70 scores**, comprising of **45 scores** in performance rating and 25 scores of Competency Test and Oral Interview.
 - c. The appointment of any promotable staff must have been confirmed by the Academy.
 - d. Any employee recommended for promotion to a higher post must possess the qualifications and experience required for the post as contained in the NDA Scheme of Service, in addition to passing the Competency Test and Oral interview as may be applicable.
 - e. Promotion to a higher post shall be subject to vacancy in the NDA Establishment.

- f. The effective date of promotion is **1st October**.

LEVEL OF RESPONSIBILITIES

- 3. The following responsibilities apply:
 - a. Appraisee will be held accountable for false entry of records.
 - b. The immediate supervisor (Reporting Officers) will be held responsible for questionable assessment or scanty assessment not supported by evidence/examples.
 - c. The Principal/Head Teacher is to carefully check any anomaly, contradictory assessments and violations of the above rules and draw the attention of the Reporting Officer before completing Section C.

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NIGERIAN DEFENCE ACADEMY, KADUNA

ANNUAL APPRAISAL FORM 20.... FOR TEACHERS OF NDA STAFF SCHOOLS

SECTION A: (To be completed by the Appraisee in triplicate)

File No:.....

Phone No:.....

Email-address:

1. Department:..... Unit/Section:.....

2. General Information

Name:.....
(Surname) (Other Name(s) IN BLOCK LETTERS)

Date of Birth..... Marital Status.....
DD MM YYYY

3. **Qualification(s) (To include Degree, Diploma and Certificates)**

Qualification	Class	Awarding Body	Date

4. **Membership of Professional Association**

Body	Year	Status of Membership

5. **Previous Employment History before joining NDA**

Organization	Post Held	Date Engaged	Date Left	Reason for Leaving

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6. **Promotion History in NDA**

(Beginning with initial appointment and ending with the present position and date attained)

<u>POST</u>	<u>DEPARTMENT</u>	<u>DATE</u>
.....
.....
.....
.....
.....
.....
.....
.....
.....

7. **Present Salary** CONTISS.....**Step**..... (N.....)

8. **Courses/Seminars/Conferences/Workshops attended since in the last 3 years.**

<u>TITLE OF COURSE</u>	<u>ORGANIZING BODY</u>	<u>PERIOD</u>
.....
.....
.....
.....
.....

9. **Present Job (State below in order of importance the main duties performed during the period of report)**

.....

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10. **Details of any Professional Publications(s)/Invention(s):** Applicable to only CONTISS 11 and above

.....

.....

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11. **Service on Academy Committees in the year under review (Applicable to only CONTISS 7 and above)**

Name of Committee	Date		Status
	From	To	

SECTION B: (To be completed by the Appraisee's immediate Supervisor in consultation with the Head of Department as necessary).

1. Do you and the person reported upon agree on the job description on serial 9 and the order of importance? If not please explain.

.....

2. **Assessment of Performance. (Relate to Serial 9)**

Give a concise and verifiable report on the staff's conduct and performance with specific reference to the following:

a. Jobs Carried Out:

.....

b. Significant Contributions/Achievements:

.....

c. Staff Area of Developments/Improvement:

.....

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3a. **Rating of Performance for CONTISS 6-9 (as applicable)**

Criteria	Details of Score on the Criteria	Max Score	Score Obtained
(a) Academic Qualification (Fill as applicable)	NDASS		
	(1) Basic qualification - NCE (5 points)	7	
	(2) Others (2 points)		
(b) Relevant Experience	One point per year of each relevant experience subject to a maximum of 5 points	5	
Sub-total		12	
(c) Personal Attributes	(1) Attitude towards pupils/students	2	
	(2) Punctuality to School and Class	3	
	(3) Attendance: At School (2 points) At Meetings (2 points) At School Activities (2 points)	6	
	(4) Open to constructive criticism and willingness to accept correction	3	
	(5) Seeks advice and assistance when necessary	3	
	(6) Appropriate dressing and smart appearance	3	
	(7) Drive and determination	2	
	(8) Reliability under pressure	3	
	(9) Possession of Leadership qualities	3	
Sub -Total		28	
(d) Work Output	(1) Quality of work/work output (Teaching Skills)	4	
	(2) Clear and cogent use of English: Written expression (2 points) Oral fluency (2 points)	4	
	(3) Willingness and ability: To learn new work/methods (1 point) To accept extra responsibilities (1 point) To carry out duties effectively (1 point)	3	
	(4) Completion of records: Schemes of work (1 point) Lesson plans (1 point) Records of work (1 point) Reports (1 point)	4	
	(5) Professional growth: Knowledge of subject (1 point) Evidence of continuous self-improvement (through use of resources, workshops). (1 point) Registration with TRCN (2 points)	5	
Sub - Total		20	
GRAND TOTAL		60	

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3b. Rating of Performance for CONTISS 9 and above (as applicable)

Criteria	Details of Score on the Criteria	Max Score	Score Obtained
(a) Academic Qualification (Fill as applicable)	NDASS		
	(1) B.Ed/BSc Ed/BA Ed (5 points)	7	
	(2) Others: M.Ed (2 points)		
(b) Relevant Experience	One point per year of each relevant experience subject to a maximum of 5 points	5	
Sub-total		12	
(c) Personal Attributes	(1) Attitude towards pupils/students	2	
	(2) Punctuality to School and Class	3	
	(3) Attendance: At School (2 points) At Meetings (2 points) At School Activities (2 points)	6	
	(4) Open to constructive criticism and willingness to accept correction	3	
	(5) Seeks advice and assistance when necessary	3	
	(6) Appropriate dressing and smart appearance	3	
	(7) Drive and determination	2	
	(8) Reliability under pressure	3	
	(9) Possession of Leadership/Followership qualities	3	
Sub - Total		28	
(d) Work Output	(1) Quality of work/work output (Teaching Skills)	4	
	(2) Clear and cogent use of English: Written expression (2 points) Oral fluency (2 points)	4	
	(3) Willingness and ability: To learn new work/methods To accept extra responsibilities (1 point) To carry out duties effectively (1 point)	3	
	(4) Completion of records: Schemes of work (1 point) Lesson plans (1 point) Records of work (1 point) Reports (1 point)	4	
	(5) Professional growth: Knowledge of subject (1 point) Evidence of continuous self-improvement (through use of resources, workshops). (1 point) Registration with TRCN (2 points)	5	
Sub - Total		20	
Total		60	
Competency Test	(1) Written Test	30	
	(2) Oral Interview	10	
Sub - Total		40	
GRAND TOTAL		100	

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3c. Rating of Performance for CONTISS 7 - 12 (as applicable)

Criteria	Details of Score on the Criteria	Max Score	Score Obtained
(a) Academic Qualification (Fill as applicable)	NDASSS		
	(1) Basic qualifications: BEd/BA Ed, BA/ BSc/BTech (5 points)	7	
	(2) ME d (2 points)		
(b) Relevant Experience	One point per year of each relevant experience subject to a maximum of 5 points	5	
Sub-total		12	
(c) Personal Attributes	(1) Attitude towards pupils/students	2	
	(2) Punctuality to School and Class	3	
	(3) Attendance: At School (2 points) At Meetings (2 points) At School Activities (2 points)	6	
	(4) Open to constructive criticism and willingness to accept correction	3	
	(5) Seeks advice and assistance when necessary	3	
	(6) Appropriate dressing and smart appearance	3	
	(7) Drive and determination	2	
	(8) Reliability under pressure	3	
	(9) Possession of Leadership qualities	3	
	Sub -Total		28
(d) Work Output	(1) Quality of work/work output(Teaching Skills)	4	
	(2) Clear and cogent use of English: Written expression (2 points) Oral fluency (2 points)	4	
	(3) Willingness and ability: To learn new work/methods (1 point) To accept extra responsibilities (1 point) To carry out duties effectively (1 point)	3	
	(4) Completion of records: Schemes of work (1 point) Lesson plans (1 point) Records of work (1point) Reports (1point)	4	
	(5) Professional growth: Knowledge of subject (1point) Evidence of continuous self- (1point) Improvement (through use of resources, workshops). (1 point) Registration with TRCN (2 points)	5	
Sub - Total		20	
Competency Test	(1) Written Test	30	
	(2) Oral Interview	10	
Total		40	
GRAND TOTAL		100	

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3d **.Rating of Performance for CONTISS 12 and above (as applicable)**

Criteria	Details of Score on the Criteria	Max Score	Score Obtained
(a) Academic Qualification (Fill as applicable)	NDASSS		
	(1) Basic qualifications BEd/BA Ed, BA/ BSc/BTech (5 points)	12	
	(2) ME d (5 points)		
	(3) Others: PhD Ed (2 points)		
(b) Relevant Experience	One point per year of each relevant experience subject to a maximum of 5 points	5	
Sub-total		17	
(c) Personal Attributes	(1) Attitude towards pupils/students	2	
	(2) Punctuality to School and Class	3	
	(3) Attendance: At School (1 point) At Meetings (1 point) At School Activities (1 point)	3	
	(4) Open to constructive criticism and willingness to accept correction	3	
	(5) Seeks advice and assistance when necessary	3	
	(6) Appropriate dressing and smart appearance	3	
	(7) Drive and determination	2	
	(8) Reliability under pressure	3	
	(9) Possession of Leadership qualities	3	
Sub -Total		25	
(d) Work Output	(1) Quality of work/work output (Teaching Skills)	4	
	(2) Clear and cogent use of English: Written expression (1point) Oral fluency (1point)	2	
	(3) Willingness and ability: To learn new work/methods (1 point) To accept extra responsibilities (1 point) To carry out duties effectively (1 point)	3	
	(4) Completion of records: Schemes of work (1 point) Lesson plans (1 point) Records of work (1point) Reports (1point)	4	
	(5) Professional growth: Knowledge of subject (1point) Evidence of continuous self- (1point) Improvement (through use of resources, workshops). (1 point) Registration with TRCN (2 points)	5	
Sub - Total		18	
Total		60	
Competency Test	(3) Written Test	30	
	(4) Oral Interview	10	
Sub - Total		40	
GRAND TOTAL		100	

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4. Details of letter of displeasure/ warning(s) issued or any other disciplinary action taken and dates:

- a.
- b.
- c.

Note: There is no promotion for staff who receives letter of displeasure/warning(s) in the Year under review.

5. Summary of Assessment (This must be consistent with Paragraphs 2 and 3).

The staff is:

- Outstanding and exceptionally effective - A
- Very good and effective - B
- Good - C
- Fair and performs without serious shortcoming - D
- Unsatisfactory - E
- Unproductive and should be terminated - F

6. He/She has served under me for a total period of.....years/months

.....
Signature of immediate Supervisor **Date**

.....
Name of immediate Supervisor **Rank**

SECTION C

To be completed by the Head of Department after due consultation with the immediate Supervisor.

1. **Recommendation by Head of Department/Director (Fill whichever is applicable)**

- a. Promotion to:.....Effective Date:.....
- b. Annual Increment:..... Effective Date:.....
- c. Warning:.....
- d. Withhold increment from:.....

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- e. Training Recommendation (relate to Para 2c):
- f. Other recommendation:.....
E.g Redeployment, reassignment, re-designation etc.....
- g. To face Staff Disciplinary Committee:.....
- h. To obtain more qualifications/experience before the next Promotion:
- i To be counselled:.....
- j. To be reduced in rank/Demotion:

2. **Justification for Recommendation:**

.....
.....
.....
.....

Declaration:

3. I hereby declare that the above report has been written with the highest sense of responsibility and to the best of my judgement and with due regard to my conscience.

Signature of HOD/Director

Date

Name of HOD/Director

Rank

Certification by the Appraisee

4. I certify that I have seen the contents of this report and that my immediate supervisor has discussed them with me. I have the following comments to add (if any):

.....
.....
.....

Signature of Officer reported on

Rank

Date